

Property Development Specialist

Dept: Planning and Zoning

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled technical work reviewing plans and issuing permits, addressing citizen concerns and inquiries, maintaining website and web content, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning and Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Issues developmental and watershed permits based permitting ordinances.
- Provides departmental technical support for County Voluntary Agricultural District Program.
- Verifies permits are issued according to stated policies.
- Assists with verifying accuracy of permits.
- Forwards requests to appropriate officials for processing.
- Advises land owners and developers regarding required regulations to complete their plan of development.
- Reviews and coordinates processing telecommunication towers and co-location plans and applications.
- Prepares various reports and analysis for public hearings.
- Maintains and updates websites; posts minutes and agendas to website.
- Coordinates and maintains the Property Development Advisory Team meetings and database.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of standard office equipment, hardware and software; thorough knowledge of permitting ordinances, rules, regulations and applicable reports and documents; general knowledge of development permit processing; general knowledge of business English and spelling; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to organize and prioritize work; ability to arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate and express ideas effectively; both orally and in person; ability to prepare concise reports; ability to type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience

Bachelor's degree in geography, cartography, planning, mapping, land use, or related field and three to five years experience working as a property development technician, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Member of the North Carolina permitting personnel organization.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date